

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD01-2

Date: July 25, 2001
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: TITLE I ELIGIBILITY **(INACTIVE)**

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to provide technical assistance to California's workforce investment areas about determining applicant eligibility to participate in the Workforce Investment Act's (WIA) Title I-B adult, dislocated worker, and youth programs.

Scope:

The requirements in this directive apply to Local Workforce Investment Areas (Local Areas) and subrecipients responsible for determining the eligibility of applicants for Title I-B adult, dislocated worker, and youth activities.

Effective Date:

This directive is effective immediately.

REFERENCES:

- WIA Title 29 Section 2801, et seq.
- Title 20, Code of Federal Regulations (CFR), Part 652, et al.

STATE-IMPOSED REQUIREMENTS:

By the authority provided to state and local governments to establish their own policies, interpretations, guidelines and definitions (Title 20 CFR Section 661.120), this directive and its accompanying technical assistance guide contain State-imposed requirements, which are printed in ***bold, italic type***.

FILING INSTRUCTIONS:

This directive finalizes Draft Directive WIADD-10 issued for comment on March 21, 2001. Retain this directive until further notice.

BACKGROUND:

Title I-B of WIA authorizes a workforce investment system to provide workforce preparation and employment to eligible adults, dislocated workers, and youth. Section 661.120 of the WIA regulations provides authority to state and local governments to establish their own eligibility policies, procedures, and definitions as long as they are consistent with WIA and the WIA regulations.

The State of California, in collaboration with the California Workforce Association and representative Local Areas, convened an ad hoc eligibility advisory work group comprised of local practitioners to develop eligibility guidance for California's workforce investment system. The work group developed the attached Technical Assistance Guide (TAG). The guide allows local areas to key enter their own local policies, procedures, interpretations, guidance, and definitions.

POLICY AND PROCEDURES:

Local areas shall review the TAG carefully and review their WIA eligibility policies, procedures, interpretations, guidance and definitions to assure that they comply with the requirements of the TAG. The following are some of the major items contained in the TAG:

- ***Local areas are required to develop local policies, procedures, interpretations, guidance and definitions related to eligibility, and to include them in the TAG.***
- ***Local policy must be revised to comply with any future federal or State requirements.***
- ***State and local policies, procedures, interpretations, guidance and definitions included within the TAG must be communicated and implemented within the local area.***
- ***In accordance with the provisions of the TAG, local areas are responsible for ensuring that adequate documentation is contained in their participant case files to minimize the risk of disallowed costs.***

ACTION:

Bring this directive to the attention of all appropriate staff and all subrecipients. ***Ensure copies of the TAG, including your local area's policies, procedures, interpretations, guidance, and definitions are available to all front line staff responsible for determining eligibility.***

INQUIRIES:

Please direct all inquiries about this directive to Georganne Pintar Baldwin, Local Policy Guidance Unit Manager, at (916) 654-7611.

/S/ BILL BURKE
Chief

Attachment is available on the Internet:

WIA Eligibility Technical Assistance Guide (PDF [198k]) (MS Word [326k])